



Career Service Authority

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Electroencephalograph Technician

GENERAL STATEMENT OF CLASS DUTIES

Performs standard and complex electroencephalographs (EEG's) to record patient's brain waves.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Performs standard and complex EEG-evoked potential recordings as ordered by physician.

May assist physician in operation of Electromyogram(EMG)/Nerve Conduction machine.

Prepares and secures electrodes on predetermined measured positions on the patient's head to ensure interpretable results and checks their performance, explains methods and procedures to the patient, and evaluates patient's total condition throughout test.

Performs tests with portable equipment in surgery or in patient's room when necessary, and works with nursing staff to ensure patient's safety.

Arranges for patient appointments and transportation to and from the laboratory; communicates examination results as needed.

Maintains departmental records, reports and files as required.

Maintains inventory, supplies and equipment.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Attention to Detail - Is thorough when performing work and conscientious about attention to detail.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Memory - Recalls information that has been presented previously.

Eye-Hand Coordination - Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); listens to others, attends to nonverbal cues, and responds appropriately.

Technology Application - Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Knowledge of the procedures, practices and equipment common to EEG's sufficient to be able to perform standard and complex EEG's.

Knowledge of electrodes used to assess patient's condition sufficient to be able to prepare and secure the electrodes and assess the patient's total condition throughout the test.

Knowledge of hospital and laboratory procedures sufficient to be able to arrange for appointments, transportation for the patient and explain results.

Knowledge of inventory practices and requirements sufficient to be able to maintain an adequate level of supplies.

Knowledge of the techniques, practices, and materials specific to the assigned area sufficient to be able to conduct the appropriate tests.

Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency.

Skill in using equipment common to EEG's.

Skill in operating Electromyogram/Nerve Conduction machine.

Skill in understanding and applying oral, illustrated, written or demonstrated instructions.

Skill in communicating and presenting factual information related to the work assignment.

Skill in maintaining and organizing departmental records, reports and files.

Skill in maintaining equipment and supplies utilized in the specific area.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Pushing: exerting force upon an object so that the object is away.

Handling: seizing, holding, grasping, or otherwise working with hands.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Near acuity: ability to see clearly at 20 inches or less.

Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Contact with patients under wide variety of circumstances
Exposed to infections and contagious disease.
Exposed to risk of blood borne diseases.
May perform emergency care
Subject to electrical and radiant energy hazards.

Education Requirement:

A twelve month course in Electroencephalograph and Electromyogram Technology approved by the American Medical Association.

Experience Requirement

None.

Education/Experience Equivalency:

None.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Janell Flaig

REVISED DATE: 10/25/2009

REVISED BY: Paul Wiberg

CLASS HISTORY 10/2009 - Competencies added. Put into a new format.